

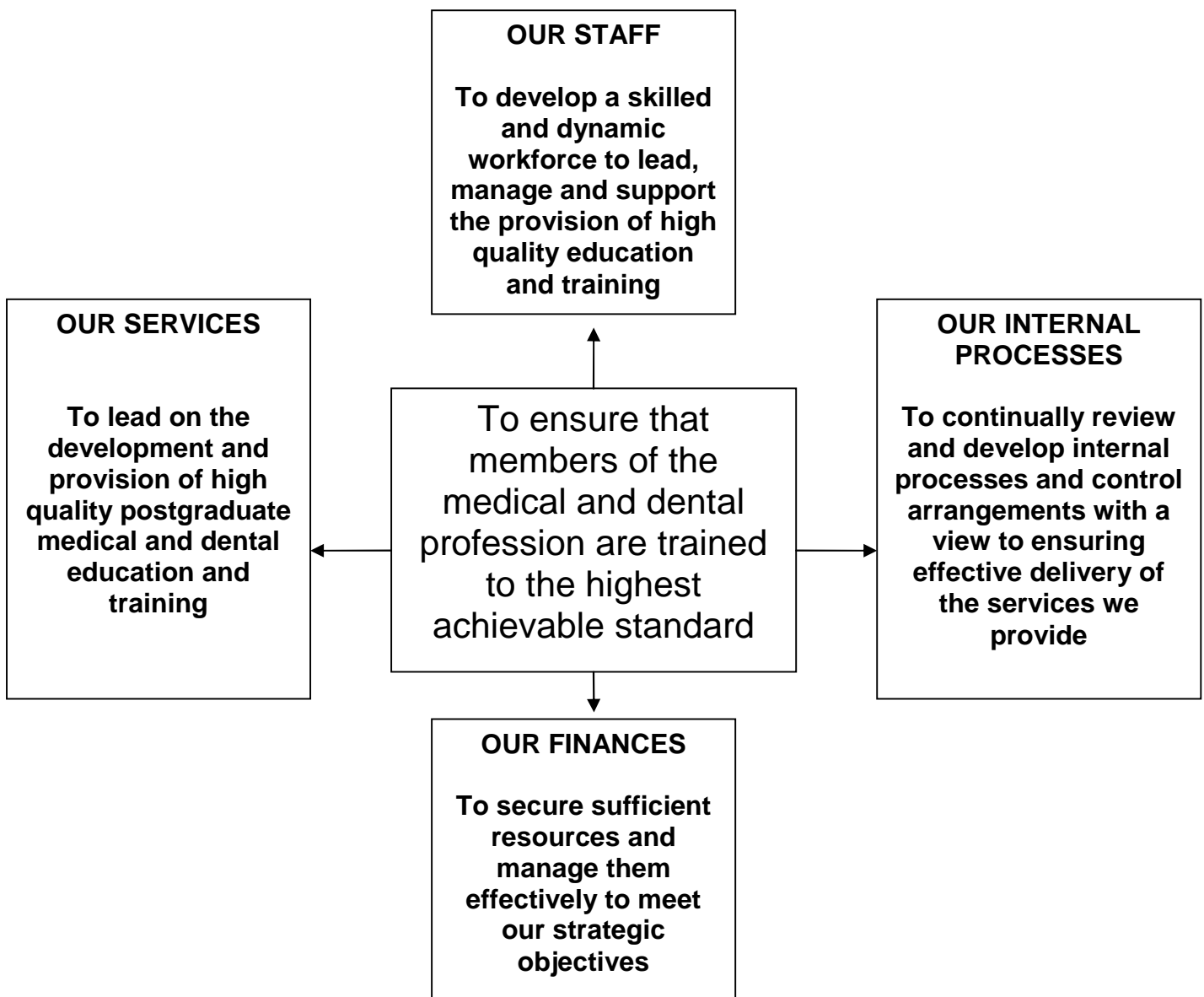
**BUSINESS PLAN**

**PERFORMANCE OBJECTIVES FOR 2009-2010**

The objectives set for 2009-2010 are designed to support the Northern Ireland Medical and Dental Training Agency in achieving its overall mission, which is to provide:

*“Excellence in learning, ensuring outstanding patient care”*

We have identified a set of corporate goals to guide us over the three years commencing April 2009. They will be the drivers of our future performance. The goals relate to our services, our internal processes, our staff and our finances.



<b>Corporate Goal</b>	<b>Objective</b>	<b>Key Action</b>	<b>Performance Indicator</b>	<b>Lead responsibility</b>	<b>Timescale</b>
<b><i>Our Services</i></b>  <b><i>To lead on the development and provision of high quality postgraduate medical and dental education and training</i></b>	<b>Objective 1</b>  Ensure structures and processes are in place to enable PMETB standards to be demonstrated for all training programmes and trainees	1.1 re-write the Agency's quality management framework to include educational governance and risk management	Annual assessment against PMETB standards	Terry McMurray	August 2009
		1.2 Revise contract with the providers of education for the provision of postgraduate medical and dental education	Annual assessment against PMETB standards	Margot Roberts	August 2009
		1.3 work in partnership with the Directors of Medical Education (DMEs) to ensure appropriate arrangements are in place for monitoring and reviewing educational contracts and the responsibilities of both parties are clearly communicated	Annual assessment against PMETB standards	Keith Gardiner	August 2009
		1.4 work with the DMEs to ensure that trainers and are supported in their role, with a suitable job plan and protected time and that each trainee has a named educational and clinical supervisor	Annual assessment against PMETB standards  Deanery visits and PMETB trainee and trainer surveys	Keith Gardiner	August 2009
		1.5 work with the DMEs and Heads of School to ensure that annual appraisal is integrated into the assessment process for doctors in training	ARCP/RITA outcomes  PMETB trainee and trainer surveys	Keith Gardiner	August 2009
		1.6 develop generic whistle blowing policy and ensure dissemination to all trainees	Annual assessment against PMETB standards	Margot Roberts	April 2009
		1.7 identify lay representatives and external advisers for inclusion in Deanery visiting panels, annual assessments and recruitment panels	Annual assessment against PMETB standards	Terry McMurray	August 2009

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<b><i>Our Services</i></b>  <b><i>To lead on the development and provision of high quality postgraduate medical and dental education and training</i></b>	<b>Objective 2</b>  Ensure that the requirements set out in approved curricula are delivered and assessed and the systems in place for assessing competence are fit for purpose	2.1 develop a business case for the implementation and delivery of a generic skills programme and leadership curriculum for all training grades	Annual assessment against PMETB standards	Terry McMurray	March 2010
		2.2 deliver a regional 'Training the Trainer' programme for all consultants and final year Specialist Registrars	Annual assessment against PMETB standards  Record and evaluations of training provided	Terry McMurray	January 2010
		2.3 develop an outline business plan for the implementation of a two year Foundation Programme for dental trainees	Plan submitted and approved by SMT and Board	David Hussey	August 2009
		2.4 record and monitor the outcomes of the assessment process and communicate to Trusts	ARCP/RITA outcomes Tracking through e-portfolio Exam pass rates	Terry McMurray	August 2009
		2.5 evaluate and report on the new methods of assessing dental VT and GPT trainees	Report to senior management and the Board	David Hussey	October 2009
		2.6 develop training in patient safety to address lessons learned from serious adverse incidents (SAIs)	Inclusion in generic skills programme	Angela Carragher	August 2009

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<b><i>Our Services</i></b>  <b><i>To lead on the development and provision of high quality postgraduate medical and dental education and training</i></b>	<b>Objective 3</b>  Ensure that careers information and advice is easily accessible and that support systems are in place for doctors and dentists in difficulty and those with disabilities or special needs	3.1 develop the Agency's careers management strategy and produce a handbook for senior medical students and trainees	Trainee surveys	John Collins	June 2009
		3.1 update the careers section of the NIMDTA website and provide links to other websites for further information	Trainee surveys	John Collins	June 2009
		3.2 implement formal arrangements for the transfer of information from QUB on a need to know basis	Record of doctors and dentists in difficulty	Angela Carragher	August 2009
		3.3 work with programme directors and educational supervisors to put in place support mechanisms	Record of doctors and dentists in difficulty  Outcomes of targeted and remedial training	John Collins	August 2009
		3.4 Develop closer collaboration between primary and secondary care departments	Establishment of "Doctors in Difficulty Unit"	John Collins	August 2009
		3.5 Develop policy on the re-training of "returning GPs and dentists"	Policy ratified by senior management and the Board	Claire Loughrey David Hussey	August 2009
		3.6 develop a strategy for supporting doctors and dentists who wish to work less than full-time and effectively communicate strategy to Heads of School and DMEs	Annual assessment against PMETB standards  Record of LTFT trainees	Margot Roberts	August 2009

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<b><i>Our Services</i></b>  <b><i>To lead on the development and provision of high quality postgraduate medical and dental education and training</i></b>	<b>Objective 4</b>  Ensure that medical and dental practitioners and dental care professionals are supported in their learning and development	4.1 develop and implement a project plan to support the delivery of continual professional development (CPD) for dental care professionals	Report to senior management and the Board	David Hussey	August 2009
		4.2 Develop and agree processes for: <ul style="list-style-type: none"> <li>• the accreditation and evaluation of courses</li> <li>• approval of course fees</li> <li>• reporting of course evaluations</li> </ul>	Summary reports to senior management, the Board and PMETB	Claire Loughrey David Hussey	August 2009
		4.3 Develop and implement an on-line booking system for GP appraisals	Appraisal report to Central Board of Management	Claire Loughrey	April 2010
		4.4 Implement new scheme for the accreditation and re-accreditation of trainers	Policy ratified by senior management and the Board	Claire Loughrey	August 2009

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<b><i>Our Internal Processes</i></b>  <b><i>To continually review and develop internal processes and control arrangements with a view to ensuring effective delivery of the services we provide</i></b>	<b>Objective 5</b>  Work in partnership with key stakeholders to manage the recruitment and selection of doctors in training	5.1 Confirm local arrangements and timelines and ensure timely communication to trainees, trainers, DMEs and Trust managers	Record of workshops, roadshows, generic skills sessions  Publication on website	Margot Roberts	December 2009
		5.2 Ensure recruitment panels reflect the diversity of the trainee population and panel members are trained in equality and diversity	Monitoring of Section 75 categories  Record of training	Margot Roberts	February 2010
		5.4 Actively seek to recruit international medical graduates under Tiers 2 & 5 to ensure all posts are filled from August 2009	Fill Rates  Postings Schedules	Margot Roberts	August 2009
		5.3 Provide feedback/careers advice to trainees on outcomes of 2009 recruitment process	Log of requests for information including DPA and FOI requests  Register of appointments	Margot Roberts  John Collins	August 2009
		5.4 monitor and publish outcomes of recruitment process	Publication of fill rates  Report to the Board and MMC Steering Group	Margot Roberts	August 2009
		5.5 Evaluate the effectiveness of the changes to the dental trainee and trainer recruitment processes	QA Review in conjunction with the Equality Unit	David Hussey	August 2009

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<b><i>Our Internal Processes</i></b>  <b><i>To continually review and develop internal processes and control arrangements with a view to ensuring effective delivery of the services we provide</i></b>	<b>Objective 6</b>  To provide assurance to the Audit Committee and the Board that identified weaknesses have been addressed and that controls are operational across the organisation	6.1 Implement recommendations from internal and external audit reports	Audit outcomes  Self assessment against controls assurance standards	Terry McMurray	September 2009
		6.2 Identify key risks for the Agency and up-date Corporate Risk Register	Risk Assessments  Record of training  Reports to SMT/Board	Margot Roberts	September 2009
		6.3 maintain and update a risk register for each Department within NIMDTA in line with the Agency's business objectives	Minutes of SMT/Board  Audit outcomes	Each member of SMT	September 2009
		6.4 fully implement the recommendations arising from the Health and Safety Risk assessment and the review of the Agency's waste and environmental management arrangements	Compliance with controls assurance standard	Margot Roberts	April 2009

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<b><i>Our Internal Processes</i></b>  <b><i>To continually review and develop internal processes and control arrangements with a view to ensuring effective delivery of the services we provide</i></b>	<b>Objective 7</b>  To review and develop the Agency's information systems	7.1 Identify administrators and users of the Intrepid database system and update operator profiles to ensure appropriate access	Report to SMT/Board	Margot Roberts	August 2009
		7.2 roll out training as required in preparation for the Intrepid launch	Record of training	Margot Roberts	April 2009
		7.3 Transfer existing information onto Intrepid and input data as required to satisfy NIMDTA's reporting requirements and assist in the monitoring of programmes and posts	Annual assessment against PMETB standards	Margot Roberts	August 2009
		7.4 implement on-line booking and payment system	Report to SMT and the Board	Margot Roberts	August 2009
		7.5 update and develop NIMDTA's website to ensure integration with existing on-line systems	Report to SMT and the Board	Margot Roberts	August 2009
		7.6 review records management procedures with a view to developing an effective file plan and corporate naming convention for the Agency	Compliance with controls assurance standard	Margot Roberts	August 2009
		7.7 revise the Agency's Publication Scheme in accordance with the requirements of the Information Commissioner	Compliance with controls assurance standard	Margot Roberts	January 2009

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<b><i>Our staff</i></b>  <b><i>To develop a skilled and dynamic workforce to lead, manage and support the provision of high quality education and training</i></b>	<b>Objective 8</b>  To strengthen capacity and capability within the Agency in line with its range of work and professional requirements	8.1 Produce KSF outlines for all administrative staff and implement the KSF appraisal process	Record of appraisals carried out and PDPs	Roisin Campbell Margot Roberts	August 2009
		8.2 Review administrative levels and skill mix in line with the range of services delivered	Compliance with HR Controls Assurance Standard & PMETB requirements	Roisin Campbell Margot Roberts	March 2010
	<b>Objective 9</b>  To create a culture which facilitates openness and honesty, provides a harmonious and safe working environment and supports staff through organisational change	9.1 review the procedures for inducting new members of staff and the information made available to staff as part of the Induction Pack	Record of Induction  Staff satisfaction survey	Roisin Campbell	April 2009
		9.2 review the organisational structures required to support the delivery of the Agency's functions	Ratification by SMT and the Board	Terry McMurray	March 2010
		9.3 role out equality and diversity training to staff and those acting on behalf of the Agency	Records of training  Staff satisfaction survey	Margot Roberts	February 2010
		9.4 design and implement research project in relation to the under-representation of female dental trainers	Publication of outcomes	David Hussey	August 2009
		9.5 ensure all new and revised policies are screened for equality implications	Record of documentation to support screening process	Margot Roberts	March 2010

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<b><i>Our Finances</i></b>  <b><i>To secure sufficient resources and manage them effectively to meet the Agency's strategic objectives</i></b>	<b>Objective 10</b>  To ensure that the Agency achieves a break-even position in 2009/10 in the context of its business and budgetary plans	10.1 Ensure financial objectives are clearly defined, approved by the Board and comply with DHSSPS requirements	Evidence of 2009/10 budget being approved by the Board prior to year end	Tommy Hutchinson	February 2010
		10.2 comply with Departmental guidance for the preparation of financial statements.	Evidence of compliance with stipulated timelines	Tommy Hutchinson	February 2010
		10.3 review the Agency's procedures for the procurement of goods and services	Evidence of compliance with the Mini-Code	Tommy Hutchinson	December 2008
		10.4 review systems to ensure that all payments are made within 30 days in compliance with Departmental guidance	Agency's performance against the prompt payment target	Terry McMurray	December 2008